

FMCSA Information Technology Account Application



For Assistance in completing this form,
Contact FMCSA Technical Support at:

Phone: (617) 374-5090

Fax: (617) 374-2336

Email: FMCTechSup@volpe.dot.gov

Web: <https://fmcsa-ts.dot.gov/>



Section 1: Organization Coordinator (OC) Information

Organization Full Name _____

Organization Abbreviated Name _____

Sub-Organization Name _____

Organization Type (check one):
☐ Federal Law Enforcement ☐ State Law Enforcement
☐ Local Law Enforcement ☐ Other: _____

Section 2: Organization Coordinator (OC) Authorization

Name _____

Title _____

Phone _____ Fax _____

Email Address¹ _____

COORDINATOR RESPONSIBILITIES

- I. Coordinators are signing on behalf of the users and are accepting responsibility for monitoring their usage and initiating action if the usage appears questionable;
- II. Coordinators are responsible for advising users that data acquired using the FMCSA CDLIS access software must only be used for law enforcement, research, or monitoring programs defined under the programs of the Federal Motor Carrier Safety Administration (FMCSA), and that the user is responsible for protecting the data from view, access, use, or misuse by others not authorized as users of the FMCSA CDLIS access;
- III. Coordinators are responsible for getting users to sign the Driver License and Privacy Data Access Security Certification form (Section 6 of this form), giving users a copy of the monitoring procedures, and advising users that unauthorized use of state data will also be subject to the state specific laws governing use of data.

Coordinator Signature _____ Date _____

The coordinator address must be a STREET address to which FEDEX can make delivery!

Total number of new (Active) accounts requested and total number of accounts to be made Inactive:

	MCMIS	EMIS	QC	SAFER	ISS	VPN/IPSec	CDLIS	HMPIP
Active Accounts								
Inactive Accounts								

Section 3: User Organization Information

☐ Check if same as Section 1: Organization Coordinator (OC) Information

Organization Full Name _____

Organization Abbreviated Name _____

Sub-Organization Name _____

Organization Type (check one): ☐ Federal Law Enforcement ☐ State Law Enforcement
☐ Local Law Enforcement ☐ Other: _____

Section 4: User Information

Name _____

Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email Address¹ _____

Agency/Internal Address / Mail Stop _____

Security Identification Question²: _____

Security Identification Answer²: _____

Note 1: Since FMCSA Technical Support is not part of the FHWA GroupWise e-mail system, the e-mail address provided must be the individual's Internet e-mail address, not their GroupWise user name. For most Federal users, this e-mail address is in the format of "First Name.Last Name@FHWA.DOT.GOV" (e.g., John.Doe@FHWA.DOT.GOV).

Note 2: This should be a question and answer that only the user will be able to answer; it will be used by Tech Support to verify the user's identity when they call to have their password changed.

Section 5a: MCMIS Account Information

☐ Check if MCMIS Account Requested

Requested MCMIS User Identification: _____

Check the MCMIS user group(s) and role(s) to which you belong: ☒ Generic (View Only) User

FMCSA Field Offices:

☐ Field Administrator ☐ Division Administrator ☐ Field Staff (Basic)
☐ Receive MCMIS Letters ☐ Receive MCMIS Quality Management Reports

State Offices:

☐ MCSAP Staff ☐ PRISM Staff ☐ Intrastate User
☐ Receive MCMIS Letters ☐ Receive MCMIS Quality Management Reports

Headquarters (Washington, DC):

☐ MCMIS Team ☐ Licensing Team ☐ SAFETYNET Team

Contractors:

☐ FMCSA Technical Support ☐ Developers ☐ Data Entry (Supervisor)

☐ Data Entry (Basic)

Section 5b: EMIS Account Information

☐ Check if EMIS Account Requested

Check the EMIS role(s) requested:

☒ View Only

☐ Update

☐ Legal

☐ Audit

☐ Security

☐ Table Maintenance

☐ Negotiator

☐ Payment

Section 5c: SAFER Account Information

☐ Check if SAFER Account Requested

SAFER User Identification (for Tech Support use only): _____

Section 5d: ISS Account Information

☐ Check if ISS Refresh Account Requested

Note: This functionality requires the user have an active SAFER account

Section 5e: Query Central (QC) Account Information

☐ Check if QC Account Requested

Requested QC User Identification: _____

Section 5f: CDLIS Account Information

☐ Check if CDLIS Account Requested

Section 5g: VPN/IPSec Account Information

☐ Check if VPN/IPSec Account Requested

Section 5h: HMPIP Account Information

☐ Check if HMPIP Account Requested

Requested HMPIP User Identification: _____

Section 6: Driver License and Privacy Data Access Security Certification

I, _____, agree to abide by the following restrictions.
(print name)

Driver license information, obtained using the authorization granted to me as a user of the Federal Motor Carrier Safety Administration (FMCSA) information technology systems containing Social security numbers/driver data, is limited to use for law enforcement or government purposes authorized under the authority of the FMCSA motor carrier safety program.

I agree to protect the data from view, access, use, or misuse by others not authorized access to Social security numbers/driver data under the authority of the FMCSA motor carrier safety program.

I also agree to follow due diligence to prevent any other person from being able to access this data as if they were me.

Any use for an unauthorized reason, or allowing another access to this data as if they were me, is subject to disciplinary actions as defined by the FMCSA, the state or local government where employed, or the state from which the data was obtained.

I have been informed that accesses are logged and reported as part of the usage oversight and monitoring program, and I have received a copy of the security oversight monitoring processes applied to my usage.

(signature)

(date)

Section 7: Account Deactivation Information

Use this section to list user accounts to be de-activated

User's Name	User's Account ID(s), if known	Accounts to be made Inactive
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____
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		<input type="checkbox"/> MCMIS <input type="checkbox"/> EMIS <input type="checkbox"/> SAFER <input type="checkbox"/> ISS <input type="checkbox"/> QC <input type="checkbox"/> CDLIS <input type="checkbox"/> VPN/IPSec <input type="checkbox"/> HMPPI <input type="checkbox"/> Other: _____